

Assistive Technology Services Process

Referral to AT Team	<p>The <u>school</u> will review and complete "Before You Make An AT Referral" form if an AT screening is needed then send a completed "Referral for AT Screening" and IEP to the AT Team.</p> <p>A "Consent for Re-evaluation" <u>is not</u> needed until after the screening is completed.</p>
AT Screening	<u>AT Team</u> schedules and completes a screening
Device Trials (if appropriate)	<ul style="list-style-type: none"> The <u>school</u> will obtain parent consent for device evaluation. <u>AT Team</u> will arrange device/equipment/software trials to determine feature match for student (depending on availability of devices, and the number of devices tried, this could take up to a calendar year)
AT Report	<u>AT Team</u> will complete and send report to the school.
IEP Team Meeting	<p>The <u>school</u> will:</p> <ul style="list-style-type: none"> complete IEP meeting to discuss AT report complete "Individual Assistive Technology Plan" form (requires principal signature)
Requesting the Device	The <u>school</u> will send a copy of the IEP team notes and the completed "Individual Assistive Technology Plan" to the AT Team.
Ordering of the Device	The <u>AT Team</u> will request the device through IDEA funds, tag, and appropriately mark the device when received.
Delivering/Receiving of the Device	<p>The <u>AT Team</u> will:</p> <ul style="list-style-type: none"> Deliver the device to the school Provide school with training Complete "Prop 4" form placing the device on the AT Team inventory and on temporary loan to the school for the student. <p>The <u>school</u> will:</p> <ul style="list-style-type: none"> Identify and provide time for staff training Ensure the device is in working order
Follow-up	<p>The <u>school</u> will:</p> <ul style="list-style-type: none"> Place AT on the IEP Put a copy of the Individual Assistive Technology Plan in the student's cumulative file Ensure equipment transitions from class to class and school to school Follow troubleshooting guidelines before calling the AT Team when the device is not working. Refer to the "Assistive Technology Repair Procedures for Dedicated Student AT Devices." Review device use annually or more frequently as needed and update it on the AT folder in the student's cumulative file Return the device to the AT Team when the device is no longer needed by the student or if the student leaves OCPS